

**Subject:** Sign Up for a Workshop on ESS & MSS Enhancements  
**Audience:** All MySCEmployee Users, Agency Training Coordinators, HR Directors

In the Monday, April 2, 2012 [Weekly Update](#), we notified you about some exciting [MySCEmployee enhancements](#) that would become available in the live system today, Monday, April 9.

To help you and all the employees in your agency get the most benefit from these system improvements, the SCEIS HR/Payroll and Training Teams will be conducting a workshop consisting of a live system demonstration and Q&A session covering all of the changes. We encourage ESS & MSS users to sign up and attend one of the live meeting/conference call workshop sessions detailed below.

**Live Meeting/Conference Call Information**

The SCEIS Team invites all MySCEmployee users to join us for a workshop in April via conference call and Live Meeting. In the workshop, the SCEIS Team will provide an overview of the ESS and MSS changes detailed above, which will become available in the system on Monday, April 9, 2012.

**Because this workshop has a wide audience, the SCEIS Team would appreciate assistance from agencies in coordinating calls into the workshop so that no agency location uses more than one to two call-in ports per session.** For example, your agency could have multiple employees call in from one phone in a central location such as a conference room.

**Description:** This workshop will provide information highlighting upcoming improvements to ESS & MSS changes listed below. Each 90-minute workshop will include a live system demonstration followed by a question and answer session.

- ESS Portal Favorites
- MSS Portal Favorites
- ESS Personalize Page Layouts
- MSS Personalize Page Layouts

**Target Audience:** Any MySCEmployee user, including both ESS and MSS users.

**Workshop Registration:** There are four presentations of the April ESS/MSS Workshop available:

- Thursday, April 12 at 1:30 p.m.
- Wednesday, April 18 at 10:00 a.m.
- Wednesday, April 18 at 1:30 p.m.
- Tuesday, April 24 at 10:00 a.m.

**To register for any one of these sessions, click the following link:**

<https://www.surveymonkey.com/s/P8BH9YB>



**Live Meeting and Call-in Details for All Workshop Sections**

**Live Meeting:** The SCEIS Team will send you a link to the Live Meeting portion and the conference call phone number of the workshop you are registered to attend approximately 1 day before it is to be held—Wed., April 11, Tuesday, April 17 or Monday, April 23.

To ensure you and your employees have quick and easy access to Live Meeting, please download the program to your computer as early as possible in advance of the workshop, preferably sometime today. The Live Meeting 2007 client download is available here:  
<http://office.microsoft.com/en-us/downloads/CD010254990.aspx>.

**Call-in:** The SCEIS Team will distribute call-in details along with registration confirmations for this series of workshops. You will receive the appropriate call-in information as a part of the confirmation notice sent to you after you have registered for a session.

If you have any questions about this message, please contact the SCEIS Training Team at [Training.SCEIS@sceis.sc.gov](mailto:Training.SCEIS@sceis.sc.gov).